**Committee Name: APC**

**Meeting Date & Time: October 5, 2018, 1400-1515**

**Meeting Location: Health Sciences 211**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Rodica Cazacu (Chair)  | R | Catrena Lisse |
| R | Lyndall Muschell (Vice Chair)  | P | Christina Smith |
| R | Sarah Handwerker (Secretary) | R | Claire Sanders |
| P | Alesa Liles (PA) | P | Jessica Wallace (acting secretary) |
| P | Allison Reuter | P | Sabrina Hom |
| R | Bryan Marshall | P | Tom Toney |
| R | Carolyn Denard |  |  |
| Guests |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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|  Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions  | Action or Recommendations | Follow-Up{including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** |  | Committee called to order at 1430 by Rodica Cazacu.  |  |
| **II. Approval of Agenda** | Agenda for meeting sent out to committee members one week prior to meeting by Rodica Cazacu. Agenda reviewed. Sabrina Hom made a motion to approve the agenda for today’s meeting. Tom Toney seconded the motion. All committee members present voted unanimously to approve.  | Agenda approved.  |  |
| **III. Approval of Minutes** | The September meeting minutes were approved by email. No changes were needed.  | Minutes will be sent and approved via email. Sarah Handwerker will post APC minutes on the Senate website after approval via email.  |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| 1. **Final Exam Schedule**
 | The committee reviewed the discussion at the last Senate meeting on final exam schedule and the question of faculty assigning the final assessment prior to the assigned final exam period. The committee’s sense was that there was little support from Senate or student representatives on this issue, and Kay Anderson’s email suggested nothing should be changed. Likewise, President Dorman has advised faculty stick to what their syllabus lays out, so if a last test is assigned the week before finals, it should not be changed mid-semester to be given during finals week. The committee unanimously voted to squash this issue.  | The committee will not pursue this issue further.  |  |
| 1. **Midterm Feedback**
 | The committee continued to discuss student indications that they want more midterm feedback in PAWS for all classes, not just core classes. Students have also expressed interest in receiving a midterm feedback grade instead of S/U. Before moving forward with any recommendations, the committee needs more feedback on how students respond to the “did you receive feedback at the middle of the semester” question that we wish to add to the SRIS. The committee also discussed adding grade options to the midterm feedback, including the logistics of managing a huge drop-down menu for each student and the potential for student confusion. If a student has an A at midterm, based off 30% of the assignments for the course, and ends up with a D at the end of the semester, will that cause undue confusion for the student and extra unnecessary work for the faculty to explain how the student ended up with a lower grade at finals than they had at midterm?  | Rodica Cazacu will move forward with trying to add a question about meaningful feedback at mid-semester to the SRIS. No further discussion on the issue of graded feedback in PAWS. It would be better to have these discussions on an individual basis with students who are interested in understanding their grades and how to improve.  |  |
| 1. **Plus/Minus Grading**
 | The committee briefly discussed this. With no strong support at Senate to pursue this issue, the committee voted to squash this issue.  | The committee will not pursue this issue further.  |  |
| 1. **Student Conduct Policy**
 | Rodica Cazacu has sent the student behavior policy information to SAPC. The committee discussed related issues of faculty safety and rights in regard to dealing with a disruptive student in the classroom. Committee members were very interested in having greater clarification on this issue.  | Committee members will gather information on a department level on student disruptive behavior. Rodica Cazacu will ask a member of GCSU’s legal team to come to a future APC meeting to talk about faculty actions and rights in regard to dealing with disruptive student behavior.  |  |
| **V. New Business**Actions/Recommendations |  |  |  |
| 1. **Attendance Policy**
 | The committee discussed the current policy regarding the “last attendance date” required for any F grades, clarifying that the existing policy already states that taking attendance daily is not required, and that the last contact, email, or assignment submitted may be used to establish last date of attendance in a course.  | No further action needed.  |  |
| VI. Next Meeting | Next APC meeting to be held on November 2, 2018 at 2PM in Health Sciences 211.  | Meeting scheduled already.  |  |
| VII. Adjournment | Meeting adjourned at 1506.  |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | Date 1 | Date2 | Date3 |  |  |  |  |  |  |
| Member Name 1 |  |  |  |  |  |  |  |  |  |
| Member Name 2 |  |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)